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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 10 December 1953

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report

1. GENERAL

25X1C4c a. Customs Inspection on Inbound [REDACTED] (continued item)

No change.

25X1A5a1



25X1A5a1

25X1A6a

(3) The Transportation Division has been informed that the high pressure fittings and hose will consist of 80 boxes weighing 5,280 pounds. It is anticipated that this cargo will be delivered to the Air Force at Andrews Air Force Base on 14 December for a MATS lift. [REDACTED] Representatives of the Transportation Division have arranged a meeting with the local Air Force Transportation Section to request an Air Priority Designator for this shipment.

2. STUDIES AND PROJECTS IN PROCESS

a. Regulations

Progress continues on Regulations for which the Transportation Division is responsible for writing.

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25X1C4a

The proposed regulation was reorganized and edited. It will be presented to and discussed with the Logistics Office Regulations Committee prior to working level collaboration.

3. OTHER ITEMS OF INTEREST

25X1A6a

25X1A5a1

25X1A6a

25X1A6a

25X1A11c

c. Truck Operations and Other Highway Activities (new item - completed)

(1) Number of Trips:

(a) Local 74

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5' was 100,077 pounds.)

(2) Total truck mileage: 7,651 miles.

(3) There were no Agency-owned vehicles processed for overseas shipment.

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d. Cargo Shipments (new item - completed)

- (1) Twenty-four (24) air shipments, weighing 3,135 pounds.
- (2) Sixty-three (63) surface shipments, weighing 124,610 pounds.
(Total weight in these shipments -- 127,745 pounds.)

e. Personal Property Shipments (new item - completed)

- (1) Number of incoming personal property shipments: 31
- (2) Number of incoming privately-owned automobiles: 5-
- (3) Number of outgoing personal property shipments: 10 -
- (4) Number of outgoing privately-owned automobiles: 5

(There were no privately-owned vehicles delivered to
Ports of Embarkation in the United States at Government expense.)

f. Administration (new item - completed)

The following documents were handled in the Transportation Division:

- (1) Incoming cables 129
- (2) Outgoing cables 79
- (3) Incoming correspondence . . . 551
- (4) Outgoing correspondence . . . 104

4. SPECIAL PROBLEMS

a. Responsibility for the Preparation and Maintenance of Agency Regulatory Issuances entitled "Travel" [redacted] (new item - completed)

As a result of some controversy regarding responsibility for the preparation of Agency Regulatory issuances entitled "Travel", a meeting was held on 4 December 1953 attended by representatives of the Offices of the Comptroller, Logistics and Personnel, the Chief, Regulations Control Staff, and the Special Assistant to the Deputy Director (Administration). It was agreed that the Comptroller, Office of Personnel and the Logistics Office should draft Regulations as indicated below:

Comptroller:



TRAVEL FUNDS
ROUTING AND PERFORMANCE OF TRAVEL
PER DIEM
CLAIMS (Vouchers)

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Personnel Office:

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TRAVEL AUTHORIZATIONS
CLEARANCES REQUIRED FOR EMPLOYEES AND DEPENDENTS
FOR OVERSEAS TRAVEL
DOCUMENTATION FOR EMPLOYEES AND DEPENDENTS IN
SUPPORT OF MOVEMENT OF PERSONNEL
BRIEFING OF TRAVELERS (Employees and Dependents)
TRAVEL UNDER COVER ARRANGEMENTS

Logistics Office:

25X1A

GENERAL TRAVEL POLICIES
BAGGAGE
RETURN TRAVEL TO THE UNITED STATES
SHIPMENTS OF HOUSEHOLD GOODS AND PERSONAL EFFECTS
SHIPMENTS OF HOUSEHOLD GOODS AND PERSONAL EFFECTS
TRANSPORTATION REQUESTS AND TICKETS
TRANSPORTATION OF PRIVATELY OWNED MOTOR VEHICLES

*These Regulations have been submitted to the Logistics Office.

It was also agreed that 28 February 1954 should be the target date for submission of all sixteen draft regulations to the Regulations Control Staff and that the following procedures are to be followed in connection with the preparation of these regulations:

- (1) The draft to be of the same quality as if the originating Office had full responsibility.
 - (2) The draft to be submitted to Logistics Office for determination of whether it duplicated information contained in other regulations.
 - (3) Logistics to coordinate with and return the draft to the originator for working level collaboration.
 - (4) The originator, when necessary, to re-write the draft to include working level suggestions, and re-submit the collaborated draft to Logistics Office.
 - (5) Logistics Office to review the collaborated draft, coordinate with the originator, if necessary, fit the draft into the pattern of all 16 travel regulations, and submit to the Regulations Control Staff.
- (Note: In addition to the Travel regulations listed above for the

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b. Transfer of Motor Pool Functions (new item - continued)

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Representatives of the Transportation Division met informally with the Special Assistant to the Deputy Director (Administration) [REDACTED] on 7 December for the purpose of discussing the transfer of Motor Pool functions, personnel, etc., from the Office of General Services to the Logistics Office. It was determined at this meeting that the transfer of the functions and personnel performing the functions of mail delivery and trash collection and disposal needed to be clarified. Permission was requested of and granted by [REDACTED] to contact the Chief, General Services Office, in order that representatives of the Transportation Division could make arrangements to inspect the facilities and discuss the transfer. A meeting with representatives of the General Services Office, Special Assistant to the Deputy Director (Admin.) [REDACTED], and the Transportation Division resulted in agreement by all in attendance that the vehicles involved in performing the mail delivery and trash collection functions should be transferred to the Logistics Office, but that the drivers should remain assigned to the Office of General Services and not be transferred at this time. Arrangements were also made for representatives of the Transportation Division to meet informally with the operating personnel of the Motor Pool Branch on 9 December to discuss further details of the operations.

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5. MAJOR OBJECTIVES

A resume of major objectives will be reported in the Weekly Activity Report for next week.

[REDACTED]

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